



1ST BATTALION 421ST REGIMENT
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NVMD-RTI

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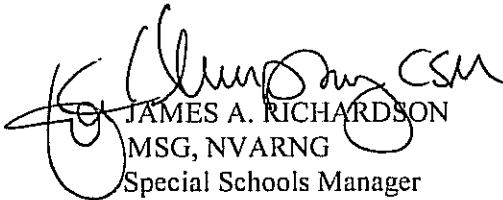
MEMORANDUM FOR TAITC STUDENTS

SUBJECT: WELCOME LETTER, Total Army Instructor Training Course (TAITC) 04-001.

1. Congratulations on your decision to attend the Total Army Instructor Training Course (TAITC). The Cadre and staff of the 421 RTI are here to help you have an enjoyable stay at our facility. TAITC is a course of instruction designed to teach trainers and leaders how to prepare a quality training session, and will qualify you for the additional skill identifier "H" as an Army Instructor.
2. This packet is assembled to provide you with the information you will need in preparation for your trip and your stay here in Las Vegas. Please take time to review it. Your unit is responsible for your orders and airline tickets. If you have not received your orders and tickets contact your unit. Students who will travel must do so the day before the course start date, and may return the evening of the course end date.
3. Attendance at all training dates and passing the final presentation are mandatory requirements for course completion. The enclosed training schedule identifies the training dates.
4. The Student Guide/Reference is available on-line at www.train.army.mil. Select the "click here to go to your training homepage". Click on the tab "RDL Services". You will use the search engine to find the student guide as follows:
 - Select "Commandant Approved Training"
 - In the "Type" block, scroll down to the bottom and select "Total Army Training System"
 - Click on the first "submit" button
 - You should get 253 results. Scroll to the bottom of the page and select page 3.
 - TAITC is on the bottom of page 3.
 - Click on the link "131-ITC-1" in the column to the left of the course title.
 - The document that loads has a section titled "Student Guide Data". Navigate to that section.
 - Select the link in that section "SG-131-ITC-1". Your student guide will open with links to each chapter.
5. A hard copy student guide will be issued to you during inprocessing. It is recoverable material. If you wish to keep this for reference and/or prepare for the class, you should download a personal copy off the internet using the instructions above. Please read ahead chapters 1-5 before you report for inprocessing.
6. This course will be conducted at Det 1/421 RTI, Floyd Edsall Training Center, 6400 Range RD, Las Vegas, NV. 89115. A map is enclosed. Report to the Armory NLT 0700 and be ready for weigh in and inprocessing @ 0730 on the class start date. Uniform for inprocessing is IPFU.

7. Duty uniform will be BDU and wear and appearance of military uniforms will be IAW AR 670-1.
8. Students need to bring a copy of most recent APFT (DA 705) showing a test within 1 year, and a **Pre-Execution Checklist** (Enclosed) initialed by your first line leader and signed by your Commander. Only your commander's signature is authorized (no substitutions or "for" signature). These items are mandatory, not optional and you will not be enrolled into course without them.
9. This is a non-resident course; you are not required to stay overnight. Quarters are available at Nellis Air Force Base Lodging @ 702-652-2710 for students who must travel. Students who live beyond reasonable commuting distance are strongly encouraged to stay overnight to allow adequate preparation time for presentations. A study hall with Internet computers will be provided for your study convenience.
10. You will need to bring your own pencils, pens, paper, a 3" 3-ring binder and notepads. The facility will provide, a computer lab (e-mail accessible), white boards, overhead projector, television/VCR, and video camera.
11. Meals are at your own expense. There are several food establishments within driving distance. The Training Site telephone contact numbers are 702-632-0335. Please provide these numbers to family members in case of emergency. They should ask for you by rank, name, and appropriate course title. They will be required to leave a message including their name, phone number, and the nature of the emergency.
12. Travel: Orders are the responsibility of your unit and should reflect appropriate instructions that allow reimbursement for mileage, room and/or meals. Ground transportation is not available; travelers should be authorized rental vehicles. If you are driving a POV, be sure to bring drivers license, auto registration, proof of insurance, orders and military ID so you can get into the facility.
13. This class requires you to give four presentations with the final one being 50 minutes in length. We like to see a wide range of topics. Yes you can give one on mess kit repair but you have to bring the mess kit. If you would like to give your presentations on a civilian topic, that is fine. All presentations have to be approved by the instructor. The course allows for the topics to be flexible. We have a limited amount of TA-50 if you decide to teach a military topic. Just for some ideas, other students have given presentations on getting a VA loan, rock climbing, golfing, how to tell time using a clock, and drywall repair. It is not the topic that counts; it is the **presentation and time management**. You will have time to research, plan, and prepare for your class.
14. We try to make this course entertaining and educational. Most of what you learn here you will be able to use everyday. If you have any questions regarding this course please call me at (702) 632-0335 or e-mail @ james.richardson@nv.ngb.army.mil.

Enclosures: (3)
MAP
PRE-EX Checklist
Training Schedule


JAMES A. RICHARDSON
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Special Schools Manager